



POSITION VACANCY – 2018-7

November 6, 2018

United States District Court
Eastern District of Washington
Yakima, Washington

TERM LAW CLERK

JSP Salary Range 11/1 - 13/10: \$61,218 - \$113,428

Depending upon experience, qualifications and previous government service

Position is opened until filled.

Preferable start date is approximately January 7, 2019.

Initial Review Date: November 27, 2018.

INTRODUCTION

The United States District Court for the Eastern District of Washington is currently accepting applications for a full-time *Term Law Clerk* position to a Senior United States District Judge. The hiring judge will consider requests for full-time telework if the candidate has particular expertise in social security law.

Principal duties of the position include:

- Research substantive issues of federal and state law;
- Draft legal memoranda, opinions, and orders;
- Prepare for, and participate in, hearings, trials or mediations;
- Generally provide legal counsel and support to the assigned judge; and
- Exhibit the highest standards of excellence and integrity.

APPLICATION INSTRUCTIONS

To apply for this position, send a completed [employment application form](#) to:

Human Resources Administrator
Office of the Clerk, U. S. District Court
P.O. Box 1493
Spokane, WA 99210

You may also email your application package (as **one document in PDF** format) to:

HR@waed.uscourts.gov

Materials must include:

- Cover letter (if full-time telework is desired, please indicate along with requisite Social Security Appeal experience in cover letter)
- Detailed resume
- Two writing samples (20 pages or less)
- Three professional references
- Copy of law school transcript
- Completed [Employment Application Form](#)

RESPONSIBILITIES INCLUDE:

- Provides information, guidance and advice to the assigned judge in connection with pending civil and criminal litigation.
- Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief.
- Provides legal research and writing.
- Drafts appropriate recommendations and orders for the Court's review.
- Reviews court docket and case files to assure proper progress. Keeps the Court advised of cases requiring action.
- Keeps abreast of changes in the law to aid the Court.
- Advises appropriate personnel on status of particular cases.
- Compiles statistics and prepares periodic reports, as required.
- Manages special projects and other administrative duties as needed.
- Maintains liaison between the Court and litigants; corresponds with other court officials and personnel.
- Evaluates procedures.
- Identifies problem areas, makes recommendations, and offers solutions, as required.
- Works closely with Courtroom Deputy regarding scheduling hearings.
- Attends hearings in assigned cases.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

Court Preferred Skills

- Experience in the subject area of social security disability law.
- Prior clerkship experience.
- Graduation from law school with a cumulative GPA of 3.5 or higher.
- Strong legal research and writing skills.
- Organizational skills, Internet research skills, and superior skill with Westlaw and MS Word are essential.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1	0	No
JSP Grade 12, Step 1	1 Full-Time Year	Yes
JSP Grade 13, Step 1	2 Full-Time Years	Yes

Legal Work Experience

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

PERSONAL CHARACTERISTICS

Successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer and Windows environment literacy/proficiency required.

CONDITIONS OF EMPLOYMENT

The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

All employees of the federal judiciary are “at will” employees in the Excepted Service. As such, employment may be terminated by either the employer or employee without cause.

Applicant must be a U.S. citizen or eligible to work in the United States.

The U.S. District Court requires employees to follow a code of conduct that is available upon request. **The final candidate will be subject to an FBI fingerprint and background check as a condition of employment, and may be subject to periodic updates.** Employee will be hired provisionally pending the satisfactory results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual leave and 13 days of sick leave per calendar year, 10 paid holidays per year, pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Term Law Clerks are not eligible to participate in the retirement system or the Thrift Savings Plan. Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,422,782 of its citizens (2015 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE